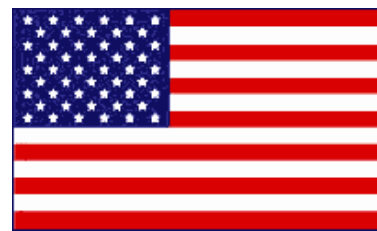




PORTLAND VA MEDICAL CENTER

Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Longview, WA Camp Rilea (Warrenton, OR)



NOTICE OF VACANCY** AMENDED** 09-12-06, 09-14-06

1. <u>Announcement Number</u> T-06-505-JB	2. <u>Title, Series, Grade, Salary</u> Administrative Support Assistant **(Chief of Staff) (GS-7: 1322A, GS-8: 8206A) GS-303-07 Target 8 or GS-8 \$36,564 to \$52,641 per annum	3. <u>Tour of Duty</u> Dayshift M-F	4. <u>Duty Station</u> Executive Office, Portland, OR Division
5. <u>Type & Number of Vacancies</u> Temporary, NTE 1 year and 1 day 1 Full-time position	6. <u>Contact</u> Human Resources Assistant 503-220-8262 x 57317	7. <u>Opening Date</u> 09-11-06	8. <u>Closing Date</u> Until Filled 1 st consideration date: 09-22-06

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

MAJOR DUTIES:

**This position description is for the administrative support positions linked to the Chief of Staff located in the Executive Offices at Portland VAMC. The incumbent serves as the coordinator and primary support of the Chief of Staff and the administrative staff supporting the Chief of Staff. The Medical Center includes the Portland Tertiary hospital, the Extended Care facility at Vancouver, the Outpatient Clinics, and two Veterans Outreach Centers. The Medical Center employees approximately 2000 employees and is closely affiliated with the Oregon Health and Sciences University and over fifty other institutions. The Incumbent coordinates and supports activities that require the Executive's personal involvement, ensuring that the administration of all clerical programs are functioning in a manner to serve the interests and needs of the Medical Center. Ensures, reports, correspondence and other matters requiring action or response have systems in place to meet deadlines and have quality results. As confidential assistant, establishes and maintains files of correspondence and other documents related to investigations, performance appraisals, and other sensitive matters. When the Executive is on travel status or otherwise out of the office, receives instructions on action items that need to be done during that absence; prepares information to be presented on his/her return; and serves as a conduit for items that must be discussed with the Executive when he/she is off station for extended periods. Serves as an alternate timekeeper. Serves as the main point of contact for all office supplies needed within the Executive Office. Incumbent uses the hospital computer system, including commercial software, to prepare reports, correspondence, and other presentations. Takes responsible actions to protect printed and electronic files containing sensitive information from unauthorized release, loss, alternation or deletion.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-303 series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

Substitution of Education for Experience: Generally, not applicable, however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Knowledge and understanding of the management and organizational structure of the medical center.
2. Knowledge of the substantive programs of the medical center to answer inquiries, assemble information, and resolve problems.
3. Knowledge of the principles related to confidentiality and effective communication including tact and diplomacy in dealing with very sensitive issues.
4. Ability to manage multiple tasks with competing priorities in a timely and complete manner.
5. Knowledge of personal computers and common software applications.
6. Ability to communicate effectively both orally and in writing at an executive support level.
7. Ability to function independently in an administrative support role.

CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

*Relocation incentive may be authorized.

*Recruitment incentive may be authorized.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

For first consideration, all application packets must be received in Human Resources by Close of Business (COB) on 09-22-06. This position is opened until filled. Application forms may be obtained in Human Resources Office or on our external website www.va.gov/portland/hr/index.asp

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn:T-06-505-JB

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

US Citizens must submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
3. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**